



CITY OF GROVELAND
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GROVELAND, FL 34736

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Groveland City Council
City Manager's Report
May 2, 2016

Pending Action Items:

- The Groveland City Council at the April 18th 2016 regularly scheduled Groveland City Council meeting voted unanimously to temporarily suspend the \$10.50 base fee for reclaim water services. The Charges will reflect in the August 1, 2016 utility bill. Please see "**attachment 1**" for a draft of the anticipated letter to utility customers regarding this temporary adjustment.
- "TRAKiT" software implementation timeline update - "TRAKiT" is a land management software designed to enhance local government operations through flexibility in automating permitting, managing inspections, regulating land use, and tracking construction projects, while providing visibility to status updates and allowing payments to be processed efficiently and accurately. The timeline is expected to go live with "TRAKiT" and "e-TRAKiT" April 24-26 of 2017. Please see the "TRAKiT" timeline matrix in "**attachment 2**".

Report from the Desk of the City Manager:

- *Note from the Fire Chief:*
On Monday, April 18, Lieutenant Walsh, Firefighter Stott, and Firefighter Kirkland had a call where they found a female patient in her mid-fifties on her hands and knees in obvious medical distress. Immediately, upon initiating their evaluation of the patient, her breathing ceased and she became pulseless. Essentially, she had just died. The crew, with no hesitation, responded according to their training, initiated basic and advanced life support measures, and in a matter of minutes was able to ventilate her lungs and restart the heart. The patient was transported to the hospital and at latest report was receiving ongoing treatment. Without the timely response of the crew this lady most likely would not have survived. Speaking from experience, this was an exceptional call, and the crew can, and should, be proud of their performance. This "save" was completed before EMS arrived and highlights the competence and capabilities of our firefighters. This quality of these crewmembers is a representation of all of the men and women in our department, and I am confident that any of them could stand toe to toe with the best firefighters Florida has to offer, and certainly better than the majority. I am proud to have all of these men and women as a part of our department and can only hope that in the event I should need emergency medical attention, the responders will be just as competent and professional as our people.

- *Note from the Fire Chief:*

On 4/4/16 we had a Structure Fire in a detached garage. On this fire, FF Patrick and FF Boyce performed their duties extremely well. They were able to achieve a good knock down on the fire rapidly, saving the home that was next to the structure, which was an immediate exposure on the Bravo side. When E95 arrived on scene there was heavy smoke and flames showing, and both firefighters kept calm and completed all assigned tasks with true professionalism. Lt. Lyon, FF Leist and FF McMahon were on E94 and arrived shortly after E95. This crew worked seamlessly with the crew from E95 to ensure that the home was saved and the garage fire was extinguished- saving the home from any loss. Today, the homeowners stopped by the station and conveyed their happiness with our department, and their gratitude for saving their home. They were also extremely grateful that we have a new Fire Engine that assisted us in completing the task.

- FYI - Contact Information for the SR 50 Milling & Resurfacing Project:

Brittany Bonner
(352) 427-4054
Brittany.Bonner@dot.state.fl.us
Estimated project is end is this spring.

- April 19th City Councilman Mike Radzik and the City Manager Redmond Jones accepted an invitation from Niagara Bottling to tour their Groveland Water Bottling Plant.



The Director of Economic Development and Government Relations (Derieth Sutton), and the Plant Director (Mary Bivens) were very excited about continuing a positive working relationship with the City of Groveland and its staff.

"Thank you for taking time to visit the Groveland plant to get to know our team and to see, firsthand, what we do and how we do it. We truly enjoyed our time with you and hope that you will not be strangers." -- Derieth Sutton

Follow up / Reminder items:

- SRT Communications & Marketing, the City's 4th of July event planners are accepting entries for the Pie Contest and the Family Feud game show. Entries are **due by June 1, 2016**. Residents interested in participating in either activity can go to www.grovelandjuly4th.com to complete and submit an entry form. **Four Groveland Families will be selected via lottery style drawing** to compete on Stage at the July 4th Celebration! Please see "**attachment 3**".

Events:

- Community Safety Day and Police Property Room Sale - On Saturday May 7th 2016 from 09:00 – 14:00 the Police Department is hosting a Community Safety Day and Police Property Room Sale at the Puryear Building. The event will cover topics about situational awareness, fire safety, internet safety, bike safety, chemical dangers, gun safety, pool & water safety, and more. The items in the property room sale are from old cases and include but not limited to phones, electronics, bikes, clothing, jewelry, and more. Proceeds from the property room sale will benefit the kids safe program and the criminal investigations unit. Please see "**attachment 4**".

Attachment 1



June 1, 2016

Valued Utility Customer,

As the City Manager and on behalf of the Utility Department, the entire City Staff, the Mayor and City Council; I am writing to thank you for choosing Groveland as your utility provider. Whether you are a new resident or business or long-term customer, the City of Groveland is committed to delivering excellent services and programs that support a high quality of life and contribute to a sustainable city.

This letter is to also inform you of a recent development for those who use reclaim water. The Groveland City Council at the April 18th 2016 regularly scheduled Groveland City Council meeting voted unanimously to temporarily suspend the \$10.50 base fee for reclaim water meter services. The changes will reflect in the August 1, 2016 utility bill.

In the interim the City Council has authorized a utility rate study and a city wide impact fee study to ensure that our customers are receiving the best possible rates for the services rendered.

Again, on behalf of the City of Groveland organization, thank you for making Groveland your home. If you have any questions, comments, or concerns; please do not hesitate to contact the Utility Department at 352-429-2141 ext. 222 or ext. 239.

Sincerely,

Redmond Jones II
City Manager
City of Groveland

Attachment 2



Date: April 29, 2016
To: Redmond Jones, City Manager
From: Rodney Lucas, Community Development Acting Director
RE: Project Timeline for Sungard TRAKiT Software Installation

Per your directions, I have attached our current TRAKiT Software Project Timeline for your review and consideration:










Groveland FL – Project Timeline

SunGard has prepared the following timeline for your agency to review expectations throughout the implementation of TRAKiT. These dates must be confirmed prior to the Kick-Off Meeting to ensure that both parties understand the project timeline.



The following color-coded legend is used for delegation purposes within the agency:

	Purple	Data conversion deliverables
	Blue	GIS deliverables
	Gray	General configuration related tasks
	Green	Payments based on timeline
	ONSITE	Signifies onsite travel days – Customer changes made within fourteen (14) days of project schedule may incur increased travel expenses
	SIGN OFF	Signifies documentation to be signed by Customer – any late signatures may impact future deliverables

Task	Customer Responsibilities	SunGard Responsibilities	Target Date
1. Contract Execution	Customer signs contract.	SunGard signs final contract.	3/24/2016
2. Project Hand-Off Call	Customer reviews and sets initial Project Timeline dates with SunGard.	SunGard & Customer review Project Timeline. SunGard delivers electronic copies of Configuration Guide.	4/19/2016
3. Create Hosted Secure Server		SunGard creates hosted secure server.	4/25/2016 - 4/29/2016
4. Project Timeline Sign-Off 	Customer signs-off on remaining project milestone dates.	SunGard provides Customer with timeline dates.	5/13/2016
5. Software Installation	Customer provides remote access to servers.	SunGard installs all TRAKiT software on Customer servers. One workstation will also be tested.	5/16/2016 – 5/20/2016
6. Software Access Provided	Customer receives remote access to servers.	SunGard installs all TRAKiT software on SaaS servers. One workstation will also be tested.	5/27/2016
7. Initial Data Extract 	Customer uploads all legacy databases quoted in the contract to SunGard's FTP site.	SunGard reviews initial data upload.	5/27/2016
8. Database Consultation 	Customer conducts meeting with SunGard to discuss the data conversion process and a brief review of the data structure. Customer signs-off on Data Source Document.	SunGard provides suggestions to ensure expectations are reviewed.	6/1/2016
9. Delivery of Geodatabase 	Customer uploads geodatabase onto SunGard's FTP site for data mapping.	SunGard begins mapping the source tables to the TRAKiT structure.	6/8/2016
10. Screenshots of Existing Software 	Customer provides screenshots of existing software that relate to the data conversion process.	SunGard reviews screenshots and begins mapping of data; SunGard prepares data mapping document to submit to Customer.	6/10/2016

Task	Customer Responsibilities	SunGard Responsibilities	Target Date
11. Demo Existing Legacy Systems	Customer conducts an overview of their existing system for SunGard.	SunGard reviews current legacy systems with Customer.	6/13/2016
12. Remote Webinar Training Series	Customer attends and participates in remote 2-hour webinar training sessions for each Core Team.	SunGard conducts webinar training sessions prior to onsite meeting.	6/14/2016
13. Kick-Off Meeting  ONSITE	Customer attends and participates in Kick-Off Meeting, which includes a review of the Configuration Guide and Workbook.	SunGard conducts Kick-Off meeting onsite. Reviews Configuration Guide with all Departments, and assists in completing GeoTRAK data fields. SunGard provides workflow samples for future discussions.	6/15/2016
14. 1 st Workbook Review Remote Discussion	Customer Departments attend review meetings with SunGard.	SunGard conducts a review of business processes with each Department. SunGard ensures that the Configuration Workbook is being updated.	7/18/2016
15. 1 st GeoTRAK Workbook Review 	Customer reviews land data mapping details and configuration information with SunGard.	SunGard reviews configuration workbook and provides feedback as applicable.	7/19/2016
16. Initial Workflows	Customer provides initial workflows from various Departments for review.	SunGard reviews initial workflows submitted for Business Process Meeting.	7/19/2016
17. Business Process Review Meeting  ONSITE	Customer provides business process workflow and corresponding reports/forms used in daily activities. Sessions are divided among various Departments implementing TRAKIT.	SunGard assists the Customer with Workbooks, identifies process adaptations, and reviews specifications for reporting requirements.	7/20/2016
18. 1 st Draft of Data Mapping Document 	Customer to review data mapping document and, when required, participate in a comparison review of legacy data with SunGard.	SunGard to review initial draft of data mapping document with Customer.	7/25/2016
19. 2 nd GeoTRAK Workbook Review 	Customer reviews the finalized GeoTRAK workbook.	SunGard reviews workbook and provides additional feedback as applicable.	8/15/2016
20. eTRAKIT Credit Card Gateway	Customer provides SunGard with eTRAKIT credit card gateway information for integration.	SunGard reviews credit card portal and prepares a scope for expectations.	8/31/2016
21. 2 nd Workbook & Workflow Review Remote Discussion	Customer Departments attend review meetings with SunGard.	SunGard conducts a review of business processes with each Department. SunGard ensures that the Configuration Workbook & Workflows are being updated.	8/16/2016
22. 2 nd Draft of Data Mapping Document 	Customer to review data mapping document for legacy data provided by SunGard.	SunGard to review draft of data mapping document with Customer.	8/22/2016
23. Final GeoTRAK Workbook Review 	Customer submits and reviews the finalized GeoTRAK workbook.	SunGard reviews workbook and provides additional feedback as applicable.	9/7/2016
24. Final List of Reports Due	Customer delivers final list of forms and reports and defines custom scripts for additional requirements to SunGard to design.	SunGard reviews custom forms and reports based on contract requirements.	9/2/2016
25. GeoTRAK Workbook Final Collection 	Customer provides final version of GeoTRAK workbook, including all mapping, custom screen, and spatial join requirements.	SunGard collects GeoTRAK workbook, completes those spatial joins being handled by SunGard, and ensures that mapping is consistent with discussed process.	9/12/2016
26. 3 rd Workbook & Workflow Review Remote Discussion	Customer Departments attend review meetings with SunGard.	SunGard conducts a review of business processes with each Department. SunGard ensures that the Configuration Workbook & Workflows are being updated.	9/12/2016
27. Workbook Review Meeting  ONSITE	Customer provides Workbooks and copies of needed forms/reports; Customer attends department meetings to offer insight into workflow; Customer provides complete set of source data for conversion.	SunGard collects Customer responses to Workbooks; SunGard conducts Department meetings to ensure understanding of responses and discuss procedural needs; SunGard reviews data to convert with Customer.	9/14/2016

Task	Customer Responsibilities	SunGard Responsibilities	Target Date
28. Customer Survey	Customer provides feedback on the SunGard efforts to date.	SunGard conducts a review of the project to date.	9/16/2016
29. GeoTRAK Pre-Conversion Review	Customer participates in the pre-conversion review.	GIS Specialist and Data Conversion Specialist review GeoTRAK workbook to clarify mapping and conversion details.	10/3/2016
30. Project Workbook Draft	Customer provides their completed Project Workbook.	SunGard reviews the submitted workbook.	10/3/2016
31. GeoTRAK Workbook SIGN OFF	Customer signs-off on GeoTRAK workbook.	SunGard provides finalized GeoTRAK workbook for Customer sign-off.	10/7/2016
32. Initial Reports Scope SIGN OFF	Customer participate in a review of the Forms/Reports requirements and signs-off on the initial Forms/Reports Scope.	SunGard provides the Forms/Reports Scope for Customer sign-off.	10/7/2016
33. Project Workbook SIGN OFF	Customer signs-off on final version of the Workbook.	SunGard will utilize the Workbook in configuration of the system.	10/7/2016
34. Final Data Mapping Document SIGN OFF	Customer approves data mapping document after a review with SunGard's data conversion specialist.	SunGard to provide data mapping documents, layouts, and explanations.	10/7/2016
35. System Configuration	Customer participates and provides additional information as needed by SunGard.	SunGard configures system according to Workbook responses and meeting discussions; SunGard converts historical data; SunGard creates/customizes reports and/or forms (e.g. Permit Form).	10/10/2016 – 11/11/2016
36. Power Users Training Planning	Customer is introduced to SunGard Trainer and develops plan for SA User Training	SunGard PM & Trainer meet with Customer to discuss SA User Training.	10/28/2016
37. Initial Delivery ONSITE	Customer will attend the demonstration of the delivery.	SunGard installs and demonstrates configured system with various Departments. eTRAKIT validation/preferences are reviewed with Customer.	11/14/2016
38. Workflow Processes Delivered	Customer receives written workflow processes from SunGard.	SunGard delivers a sample set of workflow processes to Customer for review and use during Training.	11/14/2016
39. Power Users Trained ONSITE	Customer will provide meeting space and training computers for up to eight (8) staff.	SunGard provides training materials for initial system configuration.	11/15/2016
40. Testing Begins SIGN OFF	Customer "Power" Users verify accuracy and placement of converted data, forms & reports; Customer tests software configuration; Customer tests program interfaces; Customer tests software customizations; Customer notifies SunGard of desired changes. Customer acknowledges the start of the test process.	SunGard receives change requests from Customer and makes necessary revisions.	11/21/2016
41. GeoTRAK Update Routine SIGN OFF	Customer to review and sign-off on GeoTRAK Update Routine document.	SunGard provide the GeoTRAK Update Routine document.	1/3/2017
42. 1 st Testing Review	Customer reviews data & configuration with project manager via remote sessions.	SunGard schedules remote meetings with each Department to review system configuration and Testing Checklists.	1/6/2017
43. 1 st Testing Review of Report	Customer reviews Report provided at Initial Delivery and provides comments or sign-off.	SunGard receives comments or sign-off from Customer and makes adjustments as necessary.	1/6/2017
44. Initial Delivery Revisions	Customer delivers revision list to SunGard.	SunGard receives review comments from Customer and begins adjusting configured system.	1/6/2017

Task	Customer Responsibilities	SunGard Responsibilities	Target Date
45. External Interface Review 	Customer tests any external data interfaces provided by SunGard; includes land update routine, accounting interface, and other data import routines.	SunGard reviews any external data import/export routines prepared for Customer.	1/20/2017
46. 2 nd Testing Review	Customer reviews data & configuration with project manager via remote sessions.	SunGard schedules remote meetings with each Department to review system configuration and Testing Checklists.	1/23/2017
47. 2 nd Delivery	Customer continues review of system.	SunGard delivers revisions to Customer.	1/27/2017
48. Customer Survey	Customer provides feedback on the SunGard efforts since the Workbook Review.	SunGard conducts a review of the project since the Workbook review.	1/27/2017
49. 3 rd Testing Review	Customer reviews data & configuration with project manager via remote sessions.	SunGard schedules remote meetings with each Department to review system configuration and Testing Checklists.	2/17/2017
50. 2 nd Review of Report	Customer reviews Report provided at 2 nd Delivery and provides comments or sign-off.	SunGard receives comments or sign-off from Customer and makes adjustments as necessary.	2/17/2017
51. 2 nd Delivery Revisions	Customer delivers revision list to SunGard.	SunGard receives review comments from Customer and begins adjusting configured system.	2/24/2017
52. 4 th Testing Review	Customer reviews data & configuration with project manager via remote sessions.	SunGard schedules remote meetings with each Department to review system configuration and Testing Checklists.	3/6/2017
53. 3 rd Delivery	Customer continues review of system.	SunGard delivers revisions to Customer.	3/20/2017
54. GeoTRAK Update Routine Delivery	Customer provides SunGard with credentials/access to configure the GeoTRAK Update Routine.	SunGard initializes the GeoTRAK Update Routine and Python scripts (in GIS if necessary).	3/24/2017
55. Final Review of Report	Customer reviews Report provided at 3 rd Delivery and provides comments or sign-off.	SunGard receives comments or sign-off from Customer and makes adjustments as necessary.	3/24/2017
56. Final Revisions List	Customer delivers final revision list to SunGard.	SunGard receives review comments from Customer and makes final adjustments.	3/27/2017
57. eTRAKiT Final Connection Validated	Customer validates the configuration settings for eTRAKiT portal.	SunGard provides remote assistance for eTRAKiT payment portal.	3/27/2017
58. 5 th Testing Review	Customer reviews data & configuration with project manager via remote sessions.	SunGard schedules remote meetings with each Department to review system configuration and Testing Checklists.	4/3/2017
59. Final Delivery	Customer reviews final items submitted.	SunGard installs modified system.	4/7/2017
60. Go Live Dry Run	Customer delivers data in preparation for Go Live.	SunGard develops a Go Live schedule for rehearsal with Customer prior to actual Go Live.	4/10/2017 – 4/12/2016
61. Testing Ends  SIGN OFF	Customer acknowledges the end of the Testing process and approves findings before User Training commences.		4/13/2017
62. Customer Support Transition Preparation		SunGard PM assembles materials necessary to transition the knowledge of the implementation to the SunGard Customer Support team	4/14/2017
63. Customer Support Transition Call	Customer attends remote discussion with SunGard Customer Support team.	SunGard introduces Customer Support team along with expectations for using technical assistance after Go Live.	4/14/2017

Task	Customer Responsibilities	SunGard Responsibilities	Target Date
64. End User Training Planning	Customer develops plan for End User Training.	SunGard PM & Trainer meet with Customer to discuss Training.	4/14/2017
65. Transition to Live	Customer provides final extract of historical data to SunGard.	SunGard converts data and loads onto Customer's server.	4/20/2017 4pm EST
66. End User Training ON SITE	Customer provides meeting space and training computers for up to eight (8) staff.	SunGard provides training materials for onsite training.	4/17/2017 – 4/19/2017
67. General System Administration Training	Customer core users attend a mini System Administrator training session prior to Go Live.	SunGard conducts an accelerated System Admin session with core users for user privilege and general configuration management.	
68. Go Live ON SITE	Customer Goes Live with TRAKIT, and eTRAKIT.	SunGard provides Go Live support onsite.	4/24/2017 – 4/26/2017
69. Follow-up Visit ON SITE	Customer assembles various Departments for review with SunGard.	SunGard conducts an onsite follow-up visit 45 days after Go Live.	6/5/2017
70. Customer Survey	Customer provides feedback on the overall project.	SunGard conducts a final review of the project implementation.	6/5/2017
71. Go-Live System Review REVIEW	Customer reviews that SunGard has provided and committed to all project deliverables.	SunGard provides a letter detailing all project commitments.	6/5/2017.
72. System Administrator / Report Writing Training	Customer provides System Administrators for training at SunGard headquarters.	SunGard trains Customer staff at SunGard headquarters in Carlsbad, CA.	Date to be determined based on availability.

Family Feud and Pie Contest

Calling all **Groveland bakers!** You are invited to a day filled with pies **YUM YUM!** We want to taste your best homemade pies for the **Red White & Blue "Best Tasting" Pie Contest. Categories** (Pie Fillings):

- Red– strawberry, cherry, rhubarb
- White – apple, coconut, lemon, key lime
- Blue – blueberry, boysenberry

Go to www.grovelandjuly4th.com to complete and submit an entry form **by June 1, 2016.**

We hope you are "filling" up to the challenge!

Groveland is looking for our Residents to participate in the Family Feud Game

Does your family have what it takes to play Family Feud? Drop us a line sharing why your family (5 people, ages 16 and up) can win this Special Edition of the popular game show. Entries are **due by June 1, 2016.** Go to www.grovelandjuly4th.com to complete and submit an entry form. **Four Groveland Families will be selected (lottery style drawing)** to compete on Stage at the July 4th Celebration!

Grand prize will be awarded to the winning family!

More info: www.grovelandjuly4th.com

GROVELAND POLICE DEPARTMENT PRESENTS

COMMUNITY SAFETY DAY & POLICE PROPERTY ROOM SALE

WHEN: SATURDAY MAY 7th, 2016 9 am - 2 pm

WHERE: PURYEAR BUILDING 243 S. LAKE AVE. GROVELAND, FL. 34736

FREE TO ATTEND

COME LEARN ABOUT SITUATIONAL AWARENESS, FIRE SAFETY, INTERNET SAFETY, BIKE SAFETY, CHEMICAL DANGERS, GUN SAFETY, POOL & WATER SAFETY, AND MORE

**BOUNCE HOUSE, PRIZES, FREE SNACKS, & GIVE A
WAYS**

ITEMS IN THE PROPERTY ROOM SALE ARE FROM OLD CASES AND INCLUDE BUT NOT LIMITED TO PHONES, ELECTRONICS, BIKES, CLOTHING, JEWELRY, AND MORE. PROCEEDS FROM THE PROPERTY ROOM SALE WILL BENEFIT THE KIDS SAFE PROGRAM AND THE CRIMINAL INVESTIGATIONS UNIT.

ALSO COME SEE OUR OTHER GREAT PARTICIPANTS

